

**North Cottesloe Primary School
P & C Association Inc.
MINUTES**

General Meeting held on Monday 12 November 2018 at 7:34pm

1 Welcome and Apologies

Present: John Livingston, Gary Stenhouse, Jodie Manning Lara Bucher, Peter Sprivulis, Elizabeth Sprivulis, Christy Vukman, Alana Clarke, Jaime Atkinson, Simon Renwick, Anna Neuling, Jean Perkins, Amanda Lamp, Caroline Owen, Myffy Walters, Natalie Tay, Teresa McPherson

Apologies: Mark Powell, Kirsty Barrett

2 Approval of Minutes

2.1 General Meeting held on 3 September 2018

Motion: that the minutes of the General Meeting held on 3 September 2018 be confirmed as an accurate record of that meeting.

Moved by John Livingston and seconded by Simon Renwick. Minutes approved.

2.2 Approval of Minutes of EGM held on 20 September 2018

Motion: that the minutes of the Extraordinary General Meeting held on 20 September be confirmed as an accurate record of that meeting.

Moved by Christy and seconded by John Livingston. Minutes approved.

3 Correspondence

WACSSO message providing information from Education Department – Inner City College:
<https://www.education.wa.edu.au/inner-city-college>

4 Matters arising from previous minutes

4.1 Calico bags to be looked at when Fundraising Committee appointed

4.2 Nature Play – Principal Gary Stenhouse to contact Wayne Press with regard to this

4.3 Eric Street IGA – Sonja Heath has attempted quite a few times to meet with manager. Sonja to follow up.

5 Office Bearer Reports

5.1 President

5.1.1 Dropbox

Centralised record keeping system remains a work in progress. Dropbox was going to be prohibitively expensive and a call was put out in the last newsletter for parental assistance with finding a solution. This has yet to materialize. If anyone has suggestions on what would be a viable system for maintaining P&C records we would love to hear from you.

- Alana Clarke to help with Drop Box

5.1.2 Cottesloe Village Christmas Party

2 stalls - Cake and SnD promotion.

This has been left to Emma Eggleston, Suzanne Butler, Jodie Manning and Louise Cramer to organize / oversee. This will need to go in the newsletter this week to alert parents to the need to don their aprons.

- Christy Vukman to follow up Emma Eggleston re cake stall for Cottesloe Village Christmas Party

5.1.3 Cottesloe Film Festival Proposal

Received late but needs consideration

Note that this is in lieu of a film night at the school this year. Perhaps Simon could expand on the proposal

Thank you to volunteers for the year function? Needs to be arranged – date, format, organizer.

- Movie Night Fundraiser: Family Movie Night 9 February 2019 as part of the Cottesloe Film Festival who will donate \$2 for every ticket sold to support the arts at NCPS:

Miranda Edmonds from Cottesloe Film Festival:

To make this work successfully it would be great if the school could provide:

- o 6 x volunteers 5-8pm on the night (we will arrange this)
- o Notification to the parents in the school newsletter and Flexibuzz announcement
- o And would also be wonderful if we could put a street sign up on the corner of Eric and Railway St to promote the festival (similar to the one that was there a few weeks ago - I think it was for the Swanbourne fair). From start of Dec until end of festival.
- o Finally on the night it would be easy to put a static ad on the screen for the Splash n Dash or anything that would benefit the school to promote. There are many other synergies I can see working down the track but would love to just kick it off in this simple way for 2019.

Motion: Support Cottesloe Film Festival family night as a NCPS fundraiser

Moved by Christy Vukman and seconded by Jaime Atkinson

Motion unanimously approved.

5.1.4 Staff and Teacher Lunch

Traditionally put on by the P&C – this needs to be coordinated and organized.

- Staff/Teacher lunch 6 December Tilly Correia & Myffy Walters

5.1.5 Final Sundowner

- Sundowner propose Friday 7 December 4.30 – 6.30pm.
- Caz Owen to send message out on FlexiBuzz & Christy Vukman to put message in newsletter once confirmed

5.1.6 WACSSO Training

Will be available in T1 next year. Mosman Park are organizing and will invite Cott and North Cott to join in.

5.1.7 Succession

I will not be continuing as President next year, happy to assist in some role though. Need to approach parents in the younger

years to get them involved

5.1.8 Other

- Christy Vukman and Myffy Walters to organise volunteer thank you morning tea
- Alana Clarke suggested school Instagram account as a great way to promote positive things at school. This must be authorised by school board.

5.2 Treasurer

5.2.1 Treasurer's Report 11 November 2018

Current statement of position:

The Treasurer advises that the PnC account is well funded:

- The main bank account held with CBA has a current balance of circa \$114,000 plus term deposit of \$20,000 (as of today).
- Adjusted for outstanding payments and receipts, total funds available are \$196,785 (before the estimate of remaining committed school donations for 2018).

	AUD
Bank account balance as at 11 November 2018	114,000
Less invoice payments outstanding	(7,000)
Plus sponsorship monies owed from SnD 2018	3,800
Plus "rainy day" term deposit	20,000
Total funds available	130,800

5.2.1.1 Stock Levels and Insurance

Stock movements are not tracked within MYOB, annual stock adjustment is made after year end stock take.

Current stock level is \$27,000 (a bit up from the 2017 year end of \$21,000) due to new uniform transition.

We currently have no insurance to cover stock damage.

We can insure stock through Globe Insurance Services at \$14.50 per \$1,000 of stock value (c\$400 based on current levels).

5.2.1.2 Rainy Day fund in monthly rolling term deposit (\$20,000)

Low levels of interest earned circa \$25 pcm, 1.5% interest.

For discussion whether we should transfer more money into interest earning accounts.

5.2.1.3 Draft P&C Funding Budget for 2019

Refer to attached spread sheet for budget for discussion.

Highlights:

- PnC fundraising of c\$50k, reliant on SnD generating \$20k and major school fundraising night is organised like Retro Bingo raising \$20k.
- PnC parent contributions of \$49k (\$150 x 365 kids x 90% recovery);
- Assumed available funds (including all current cash holdings and \$50k fundraising target) is \$240k;

- 2019 funding request from school of **\$76,799** is in line with prior year with majority spend on school focus area of STEM (Science bites, robotics and Mathletics);
- Suggest we need to invest in a Major Project this year so current student body can benefit from past fundraising efforts. Nothing was spent in 2018. Suggest \$50-70k:
 - o Literacy – senior kids books, additional literacy programme facilitators
 - o Nature / loose parts play activation
 - o IT – more access to laptops/iPads
 - o Undercover area revamp
 - o New PA / projector for undercover area
 - o Educational speaker programme
 - o Student support / leadership programme

Ongoing insurance \$20,000 uniform shop

Motion: to approve average stock level of \$20,000 for insurance with StatewideB

Moved by John Livingston and seconded by Jean Perkins.

Motion unanimously approved.

5.2.1.4 Term Deposit

Anna Neuling suggested put funds in savings account to save hassle of Term deposit. Amanda Lamp to look in to a better interest rate.

Budget – draft only budget for 2019 provided and available

5.2.1.5 Treasurer role bookkeeping assistance

For discussion: for funding a paid bookkeeper to assist treasurer.

- Alana Clarke offered to assist Treasurer. Amanda and Alana to meet to discuss

6 Planning Meeting Outcomes – Alana Clarke

Image below generated from raw data collected on the planning night

The Board has invited Mr Doug Cook (Principal Consultant, State-wide Services) to present NAPLAN information with a specific focus on the achievement in the proficiency bands.

7.4 PAT

Testing has now been completed over the past couple of weeks. Miss Klaver will collate whole school data to present to staff and parents.

7.5 Waste-Wise

Congratulations Miss Jefferson and Year 4 students on their work with the Waste-Wise people last week. The initiative has given students a chance to sort through our wasteful practices and come up with some suggestions for improvement.

7.6 NQS

North Cottesloe Primary School received a verification visit on 18 October.

Anne Barone, a NQS Verification consultant from Early Childhood Education attended with Dean Gill, a school based Verification Partner. The exit interview was very positive and acknowledged the great work done in early learning at NCPS.

Thank you to Amy and Julie for leading this review.

7.7 School Development Days Next Year

In 2019, schools will be able to access six school development days to support whole school planning and the implementation of system initiatives.

The following applies to North Cottesloe PS

- Thursday 31 January and Friday 1 February (before students commence Term 1[Monday February 4, 2019] mandated by the Education Department)
 - Term 2 - Friday 31 May (leads into Western Australia Day long weekend)- applies to all government schools in the Shenton network.
 - Term 3 - Monday 22 July (first day of Term 3)
 - Term 4 Monday 14 October (first day of Term 4)
- Friday 20 December (last day of Term 4) Students finish on Thursday 19 Dec

7.8 North Cott's Got Talent

We will be running the North Cott's Got Talent event this year on Thursday 13 December. Auditions for this year's show will begin in week 4. They will take place in the music room at 12.35 on Monday (Year 4), Tuesday (Year 5 & 6) Thursday (Year 1) and Friday (Year 2 & 3).

We are looking for all of the talented kids out there to have a go at this fun event – start rehearsing!

7.9 Visit to NCPS

On Monday 22nd October NCPS had 15 - 20 Japanese high school students visiting to do activities with some of our students.

7.10 Funding Submission

P & C FUNDING REQUEST LIST FOR 2019

Mathletics	4310.00	
Lease #1	5148.00	Agreed to fund for life of lease already

Lease #2	4236.00	Agreed to fund for life of lease already
Oval Upgrade/maintenance	8000.00	
Science Bites – Robotics	33345.00	
Footy Jumpers	1200.00	
Basketball Hang Rings	1200.00	
Stools Pre Primary	3000.00	
Classroom Teacher Allowance	4880.0	Always funded historically (\$16/student)
Graduate Class Prizes	480.00	Always funded historically (\$60/prize)
Robotics/Robots (Megan)	10000.00	
Swimming & athletics trophies	1000.00	
	76799.00	

Possibility of class prizes for years 1 – 5 next year would mean an increase from \$480.00 to \$720.00

2. White boards

Year 1 and classroom teachers

8 Sub Committee Reports:

8.1 Community Service

No report

8.2 Fundraising

8.2.1 Caroline Owen Camping night

Successful night. We kept numbers down to 90 families this year (last year 110 families), which meant it was a slightly less manic event. \$2913.74 net fundraising proceeds to P&C Account for 2018 Dads & Kids camping night 90 Dads and 161 kids purchased tickets.

Net proceeds are down this year about \$500 because:

- Coffee van out of the ticket takings rather than having the dads buy the coffee (\$430)
- Added milo to the breakfast menu for the kids
- We used about 80 juice boxes donated from canteen with use-by dates for Jan19 which Alicia thought would not be sold before the end of term saving the camping night \$50 in costs. Thanks Myffy!

Many thanks to all the volunteer dads on the BBQ's, and special thanks to Bruce Dewar for providing the disco (and doubling up of the BBQ).

8.2.2 Sport – Splash n Dash

23 March 2019 Jodie Manning advised:

- \$5000 grant from Cottesloe Council
- Applied to Healthway for \$5000 grant
- Key sponsors are back
- Estimating \$20,000 fundraising

8.3 Canteen

- Canteen Survey
- Myffy Walters would like to attend a school canteen "Traffic Light Course"

Motion to approve funding of \$20 for Myffy Walters to attend "Traffic Light Course".

Moved by John Livingston and seconded by Simon Renwick.

Motion unanimously approved.

8.4 Grounds/Eco Smart

No report

8.5 Uniform

8.5.1 Old Stock Items

Approval to donate remaining items to charity

As of 22 October, the WDV of remaining royal blue uniform stock is:

Remaining Stock				
	Sale Price	Cost Price	Qty	
Backpack	\$ -	\$ 15.00	16	\$240
Wet weather jacket	\$ -	\$ 15.00	26	\$390
TOTAL VALUE DONATED				\$630

Cost of Transition to new uniforms: Stock write-off/donations				
May-18	-\$2,299			
Jul-18	-\$591			
	-\$2,890			
Nov18 (est)	-\$630			
Total write-off	-\$3,520			

8.5.2 Second hand items

Resale:

Looking for volunteers to run this in 2019. Perhaps 1 day/term "swap meet". In the interim have advised people to pass on old uniforms via "Buy Nothing Cottesloe" site - less parent admin!

Donations:

Old royal blue uniforms that are in decent condition we can collect (washed please) and donate to local charity that ships to schools in Africa. Collection point in the admin area until 27th November.

8.5.3 Action items from last meeting

- Estimated stock values were provided to Amanda as requested last meeting.
- Re request to make stocktake closer to December 31, that is a bit tricky with school holidays and being away, but can try to do maybe 1-2 weeks later. It really shouldn't matter though as long as the count occurs after the last online delivery for the school year, which I will make sure it does.
- New polos are in, as are Navy backpacks & Navy library bags.

8.6 Traffic Safety

No report

Discussion:

- Peter Sprivulis asked what initiatives NCPS has to encourage students to ride/walk to school.
 - o NCPS has walk to school breakfasts, the walk to school award at every school assembly, which is run by the year 6 prefects.
- Elizabeth Sprivulis asked about the traffic safety committee at NCPS.
 - o The committee is not a P&C committee, rather a committee based at the Cottesloe Town Council.
- After further discussion John Livingston suggested that Elizabeth contact the Cottesloe Town Council for more information.

8.7 School Board

Anna Neuling advised planning/information session in school library Wednesday 14 November 3.20pm – 4.20pm details on FlexiBuzz

Final 2018 school board meeting 29 November.

9 Other Matters

Nil

Meeting Closed at 9.50pm

Date of next General Meeting and AGM Week 3 Monday 18 February 2019 at 7.30pm.